

CIG Administrative Instructions

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1 of 1

Next 2 Page(s) In Document Exempt

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17 January 1947

CENTRAL INTELLIGENCE GROUP/AGENCY

INDOCTRINATION OF FOREIGN SERVICE INTELLIGENCE PERSONNEL

25X1A

1. In order that foreign service intelligence personnel of the military agencies represented on the IAB may become familiar with the organization, purposes and effort of CIG, particularly as it concerns the area to which they are assigned, all Military, Naval and Air Attaches and their assistants will, as agreed by the War and Navy Departments, be processed prior to their departure for foreign station by CIG in accordance with the procedure below.

2. Personnel of the above classes will be considered in two categories:

a. General Officers, Flag Officers (Category "A" Personnel).

b. All others (Category "B" Personnel).

3. Category "A" Personnel.

a. War and Navy Departments will notify the Chief of Presentation Division, ORE, (Phone 2860), at least one week prior to the date of desired briefing of each individual in the above classes giving the following information: Name, rank, title, expected date of departure and the office to which he has been appointed.

b. The Chief of the Presentation Division will determine in each case the wishes of the Director through the Deputy Director as to personal interview with the individual and establish a tentative time and date therefor.

c. By mutual agreement with the department concerned, determine and establish the time of interview.

d. The Chief of the Presentation Division, ORE, will determine what further intelligence briefing, beyond that arranged for in c above, is desired and make the necessary arrangements therefor.

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c. An officer of CIG shall be detailed by the Chief of the Presentation Division, ORF, in each case to act as personal aide during the individual's visit to CIG.

4. Category "B" Personnel.

a. Each department shall notify the Chief of the Presentation Division one week prior to the desired time of briefing of each individual giving the same information as in 3 a above.

b. Formal briefings shall be held monthly, or oftener if required, beginning at 1330 and continuing not later than 1700.

c. Dates for briefings will be arranged by the Chief of the Presentation Division by mutual arrangement with the Departments concerned.

d. Briefings will be held in Room 117, Central Building, 2430 F Street, N.W., and shall consist of the following:

(1) 1330 - 1420 -- Explanation of CIG organization and functions. (Responsible officer, Advisor on Organization and Management, ICAPS).

(2) 1430 - 1500 -- Discussion of collection plans, procedures and policies as established by CIG, and the intended functioning thereof in the field (Responsible office, OCD).


(3) 1515 - 1700 -- Discussion of the intelligence problems in the areas of assignment, conducted by the appropriate Branch Chiefs, ORF. (Responsible office, ORF). This discussion shall be held under the supervision of the Chief of the Presentation Division, assisted by the appropriate regional branch chiefs and functional specialists.

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5. Each individual briefed in accordance with the foregoing procedures should be impressed with:

- a. The overall responsibilities of CIG.
- b. The effort of CIG to make intelligence collection a coordinated team operation, which will serve the departments and the national security with equal effectiveness.
- c. CIG's interest and requirements in the area concerned.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:


SHEFFIELD EDWARDS
Colonel, F. A.
Assistant Executive Director

25X1A

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- 3 -

Next 2 Page(s) In Document Exempt